

**UNITED STATES BANKRUPTCY COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND**

Mark D. Sammons
Clerk

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U.S. Courthouse Room 8308
101 W. Lombard Street
Baltimore, Maryland 21201
(410) 962-2688

January 31, 2006

VACANCY ANNOUNCEMENT

JUDICIAL ASSISTANT
to the Honorable Thomas J. Catliota
U.S. Bankruptcy Judge Designate

SALARY RANGE: JSP 5-JSP 11 (\$29,604 - \$70, 558)

LOCATION: Greenbelt, Maryland

ANNOUNCEMENT DATE: January 30, 2006

CLOSING DATE: February 24, 2006

The United States Bankruptcy Court for the District of Maryland, is seeking a full-time Judicial Assistant to the Honorable Thomas J. Catliota.

POSITION OVERVIEW: The Judicial Assistant provides administrative and clerical support to the bankruptcy judge. Duties will include dealing both by telephone and in person with other chambers, and Clerk's Office staff, attorneys, litigants, and the general public, typing of correspondence, orders and opinions, coordination of travel arrangements and preparation of travel expense vouchers, scheduling and calendaring of court dates, appointments, and meetings, preparation of statistical and other required reports, general assistance to the judge, and such other duties reasonably consistent with the nature of the position as the judge may prescribe. The precise scope of the responsibilities of the successful applicant will be somewhat dependent upon his/her qualifications, talents, and interests as well as the Court's needs.

QUALIFICATION REQUIREMENTS: High school graduate at a minimum but greater educational attainments will be given relative preference. To qualify for this position, you must have a minimum of two years progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices: command of word processing and other computer and professional skills; excellent verbal and written skills; including mastery of rules of grammar, spelling and punctuation is required. For consideration at the JSP 11 level, candidates must have a minimum of eight years experience which would include two years general experience

and a minimum of six years specialized experience. Specialized experience involves responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance, or real estate office). You must also be highly organized and one who can operate successfully without constant direct supervision. Personal integrity; ability to maintain sensitive information in confidence; record of personal dependability and efficiency; and the ability to get along well and deal courteously with judges, other staff and the public is crucial. Individuals with an established history of workplace performance, particularly in a court or other legal office environment, are preferred.

INFORMATION FOR APPLICANTS: Federal Judiciary employees are not covered by civil service appointment restrictions and protections. The continued employment of a Judicial Assistant is at the will of the judge to whom he/she reports and is not guaranteed when the service of that judge ends. This position is subject to mandatory electronic transfer of payment of net pay (i.e. Direct Deposit). The successful candidate is subject to a background records check.

TO APPLY: Please send your cover letter and resume to: **jobs@mdb.uscourts.gov**, or by mail to U.S. Bankruptcy Court, District of Maryland, 101 W. Lombard St., Baltimore, MD. 21201. Attention: Human Resources.

The U.S.B.C. is an Equal Opportunity Employer with full federal government benefits.